

Promotion, Demotion, Transfer, Reclassification

All full-time openings in the Career Service are posted on city bulletin boards for five working days. Employees who desire to bid on an available opening must apply in writing at the Human Resource Office on an Application for Promotion within the five-day posting period.

All employees who bid on an open position must meet the minimum requirements of the position before their bids are considered. Career Service promotions are made based upon oral interviews, competitive testing and/or related education/work experience.

Employees who are promoted shall be placed at 81% of mid point of the new grade or receive a 5% increase, whichever is greater. If the promotion changes the employee status from non exempt to exempt or if the new job classification is increased three (3) or more grades, the employee shall be placed at 81% of the mid point of the new grade or receive a 10% increase, whichever is greater.

Employees who bid on and are selected for a position of a lower grade shall move to the same percent of midpoint in the lower grade with the appropriate decrease in compensation. Employees who bid on and are selected for positions of the same grade shall stay at the same percent of midpoint within that grade.

The promoted or transferred employee shall complete a six (6) month probation period, to include a performance evaluation. The completion date of the probationary period will now become the employees new annual performance evaluation date.

At the satisfactory completion of the 6 month probationary period, the promoted or transferred employee may be eligible to receive a merit increase immediately based upon their job performance and where they are in the pay range.